

THE LIFECYCLE OF A CP APPLICATION

- I. Read the Community Preservation Plan.
- II. Conceive project idea; determine any stumbling blocks, collaborators, budget, etc.
- III. Call/meet with the Community Preservation Committee or Roland Bartl to determine eligibility and ask questions about your project.
- IV. Communicate with any town committees or organizations that work within your project area : Historic District Commission, Recreation Commission, Conservation Commission, Open Space Committee, Planning Board, Acton Housing Authority, Acton Community Housing Corporation, Acton Public Schools.
- V. **Monday, November 5, 2007** - Submit complete application to Planning Dept.
- VI. Town Counsel reviews all proposals and makes determinations regarding eligibility under CPA statute.
- VII. CPC carefully reads all proposals.
- VIII. Attend CPC meetings when applications are being discussed - **Nov. 8, Jan. 24, Feb. 14.**
- IX. **Date TBD Nov./Dec./Jan.** - CPC invites you to a meeting where you give a brief presentation and the Committee asks specific questions about your proposed project.
- X. **Jan. 24** - CPC brainstorms pros and cons for each proposal.
- XI. **Feb. 14** – CPC makes preliminary recommendations.
- XII. **Feb. 21** – CPC makes final recommendations.
- XIII. **End of Feb.** – Town Meeting Warrant goes to print.
- XIV. **Town Meeting – April 2008.** Applicants should attend and be prepared to answer any questions about your project.
- XV. **April/May** – Once CP slate is approved at TM, letters are sent to applicants informing them of availability of funds and outlining any conditions on the release of funds.
- XVI. Applicants must consult with Town staff to ensure adherence to bidding laws and proper RFP procedure.
- XVII. Applicant must access the project funds within three years from the date of Town Meeting approval. If not, the funds revert back to the CP Fund for further appropriation at Town Meeting.
- XVIII. Applicant should provide periodic updates on the project's progress and completion to the CPC.